

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
ADULT JUSTICE, HOUSING, EMPLOYMENT & EDUCATION SERVICES**

**MENTAL HEALTH SERVICES ACT HOUSING PROGRAM
SECTION D4: SUPPORTIVE SERVICES PLAN OUTLINE**

BOTH SHARED AND RENTAL HOUSING

DESCRIPTION OF SERVICES

- Identify the primary service provider and discuss their specific experience providing supportive services to the target population.
- Describe the proposed services including age-appropriate services for specific age groups. Identify when and how the supportive services will be available to the MHSA tenants.
- Describe how you will assess the supportive housing needs of each tenant.
- Specify how the supportive services plan promotes wellness, recovery and resiliency.
- Describe your supportive service staffing pattern, including specific duties of each staff and the client to staff ratio.
- Describe the frequency of contacts (both formal and informal) between supportive services staff and MHSA tenants.
- Describe where both on- and off-site services will be delivered. Identify community linkages and how they will be accessed.
- Explain your approach to providing supportive services to the MHSA Housing Program target population while addressing the specific needs and issues associated with the target population and protecting tenant privacy.

SELF-DETERMINATION AND INDEPENDENCE

- Specify how the supportive services plan will assist tenants in working towards self-determination and independence.
- Discuss the specific community services/linkages that will be available to the tenants to assist them in achieving independence (e.g. employment, budgeting, financial training, educational and employment opportunities, and maintaining benefits).
- Describe any peer facilitated groups or self help programs that will be included in your plan. Please provide an explanation if these groups or programs will not be part of your plan.

HOUSING STABILITY

- Identify specific services and efforts that you will employ to promote housing stability and retention.
- Explain how the services provided will assist tenants to remain in their housing.

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ENGAGING TENANTS IN SUPPORTIVE SERVICES AND COMMUNITY LIFE

Explain the strategies you will employ to do the following:

- engage tenants in supportive services
- assist tenants in developing a sense of community within the housing project
- assist tenants in re-integrating back into the larger community

COMMUNICATION

- Describe the policies and procedures that will be in place to assure prompt communication among the service provider, project sponsor and the property management company to address concerns raised by the tenant or any of these key partners.
- Specify the policies and procedures to address admission, eviction, conflict resolution issues; including the appeals process and how the property management company will work collaboratively with the tenant, project sponsor, and/or service provider.
- Specify the frequency of scheduled contacts/meetings among the key partners, the purpose and objectives of these meetings, and who should participate.
- Describe how service coordination will be accomplished with one and/or more service providers.

BUDGET

Please attach a current services budget.

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SHARED HOUSING ONLY

HOUSE RULES

Please attach a copy of the House Rules. At minimum, these should include the following:

- guest policies
- policies for chores and household maintenance
- regular house meetings
- consequences for broken rules

OTHER ISSUES

Describe how you will provide for and address the following:

- shared living space (e.g. kitchen, living room, bathroom, backyard, etc.)
- shared household appliances (e.g. TV, kitchen appliances, washer & dryer, etc.)
- parking and transportation
- the storage of personal items (e.g. food, kitchen utensils, toiletries, luggage, etc.)
- conflict resolution
- tenant turnover

FINANCIAL NARRATIVE

Describe the property, including the following:

- physical location (including both the property itself as well as the surrounding neighborhood)
- projection of value/cost comparable of the property
- the physical space (including the size and number of bedrooms and bathrooms, common space and office or other service space, if applicable)

Explain the funding request:

- List the total funding request (including both the Capital Development Loan and Capitalized Operating Subsidies, if applicable)
- Show the sources & uses of all funding connected with the project, and describe how the difference between the MHSA Housing Program funding request and the total cost to develop and operate the property will be funded.